

HR Specialist

Job Objective 1: Lead or participate in special projects and/or working groups applying technical knowledge and/or experience to develop, change, or implement standard processes/practices to meet customer needs. Represents organization on higher level working groups, committees, and boards. Special projects are completed within acceptable quality levels and by assigned suspense dates resulting in increased efficiency of processes and positive impacts on customers.

Measurements:



Contributing Factor:

Relevant Mission Alignment:

Weight:

Job Objective 2: Written and oral presentations are prepared as required and are well reasoned, audience appropriate, and accurate. Final product demonstrates thorough knowledge of NSPS policies and HR principals. Products are completed within 1-5 days unless extended time periods are required as determined by the supervisor.

Measurements:



Contributing Factor:

Relevant Mission Alignment:

Weight:

Job Objective 3: Provides consistently accurate and timely advice relevant to NSPS human resources guidance as required in accordance with Army policy, using a variety of techniques including face to face visits, meetings, VTC, web communications and correspondence. Final products and/or services demonstrate knowledge of NSPS policies and principals. Products and/or services are provided within 5-10 business days.

Measurements:



Contributing Factor:

Relevant Mission Alignment:

Weight: